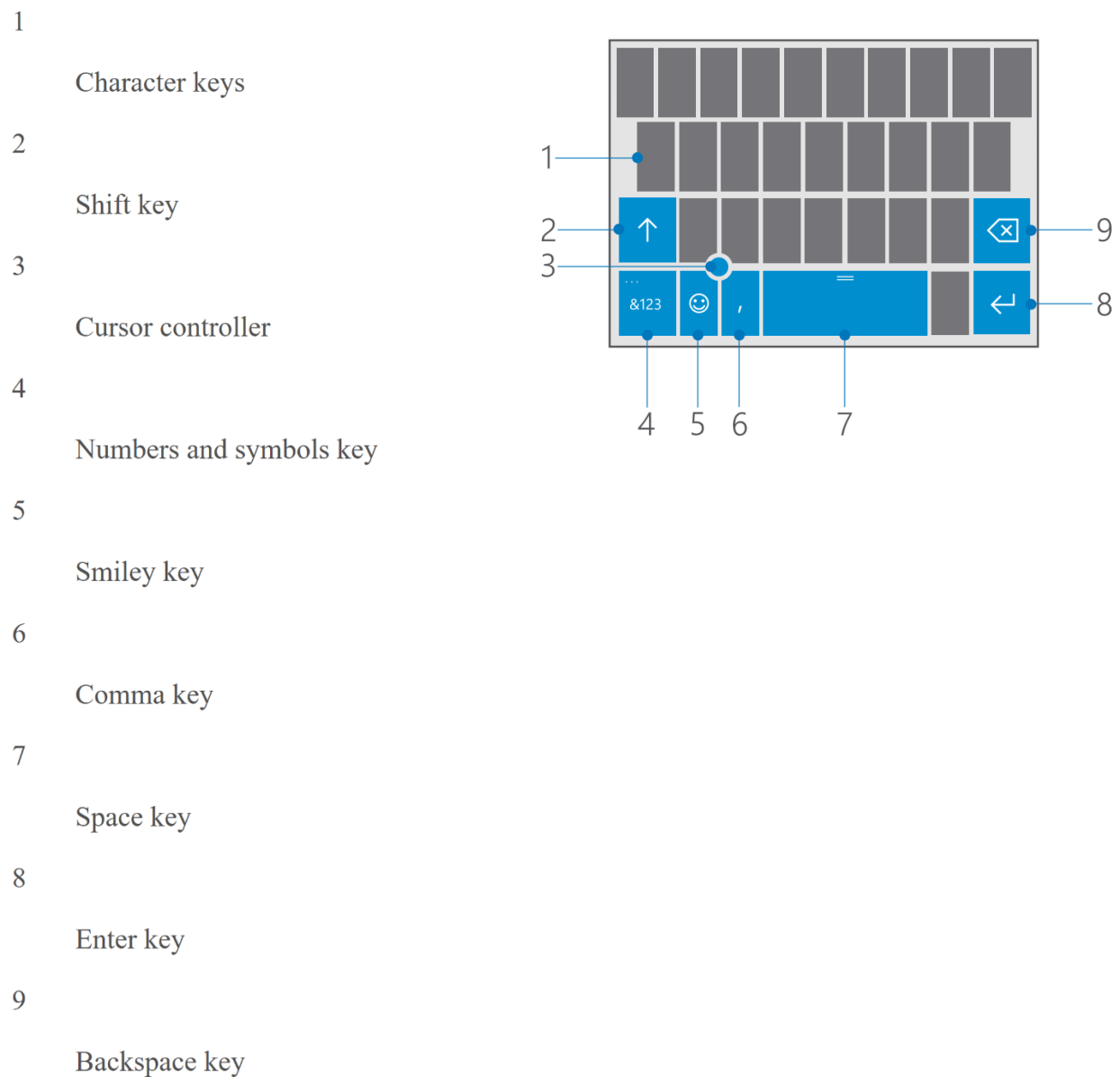




All About W10M On-Screen Keyboard

HOW TO USE KEYBOARD

1. Keyboard Characteristics

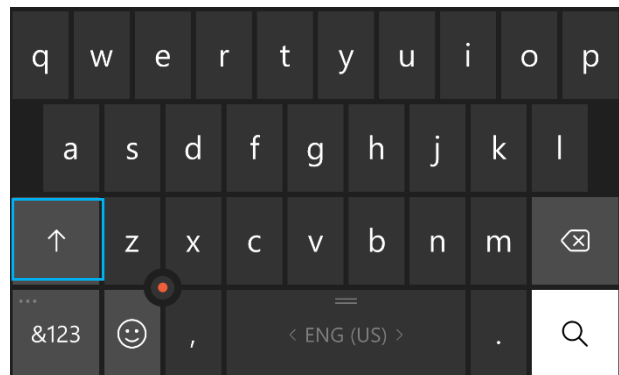




2. Switch Between Upper & Lowercase Characters

Tap the Shift key **once** to type in one UpperCase letter.

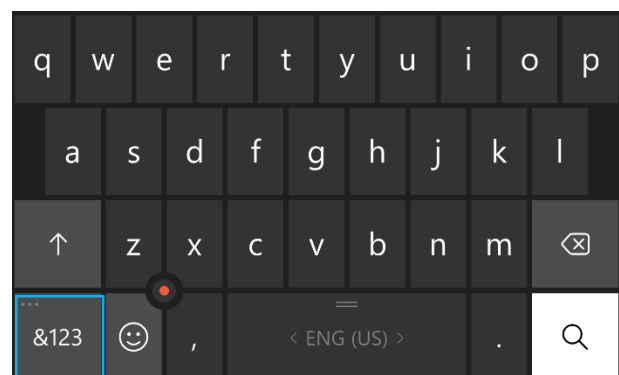
If want to type more, **double tap** the Shift key OR Click & Hold Shift key to **lock** characters to UpperCase



3. Type in a Number or special character

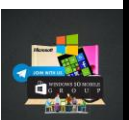
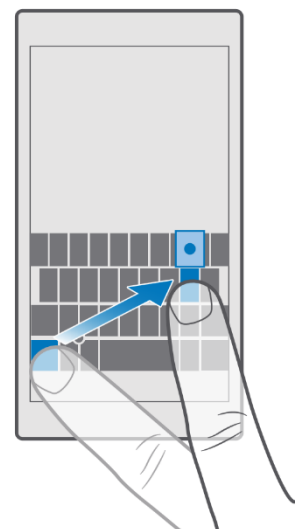
Tap the **“Numbers & Symbols”** key.

To see more symbols, tap on the **“>”** button which appears after clicking the **“Numbers & Symbols”** key.



TIP

To type a number or Symbol immediately, while holding the **“Numbers & Symbol”** key, slide your finger to the character, lift the finger when you get to the number or symbol you want to type.



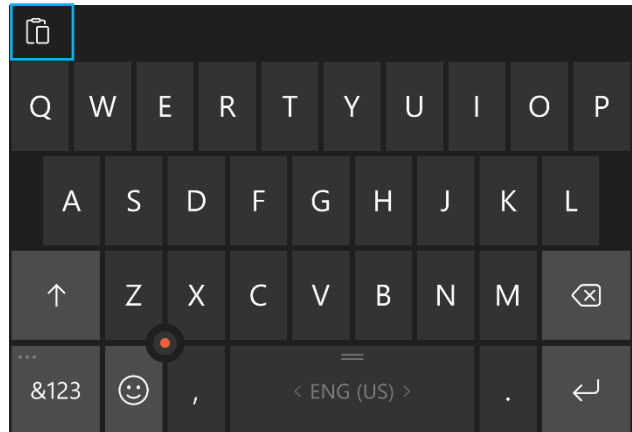


4. Copy & Paste

To Copy : Highlight a word and click “Copy” icon

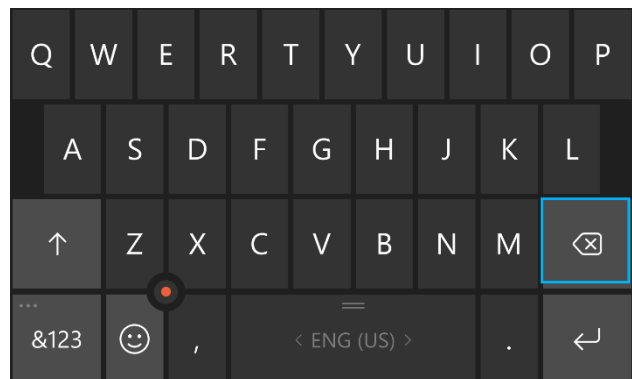


To paste : Tap the “Clipboard” button in Keyboard to paste the copied text.



5. Delete a Character

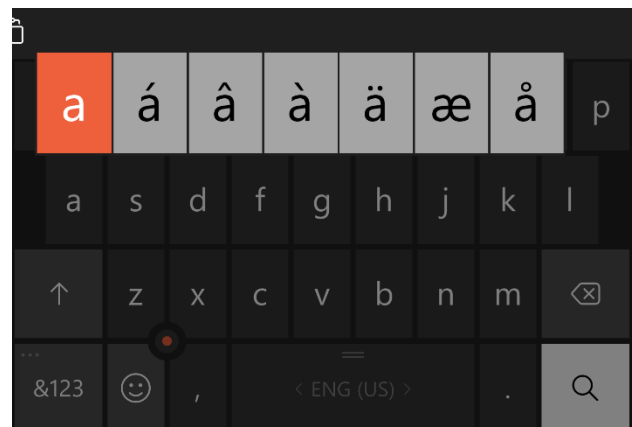
Type the backspace key.



6. Add an accent to a character

Tap and hold the character, and tap the accent or the accented character.

(If supported by your Keyboard language)





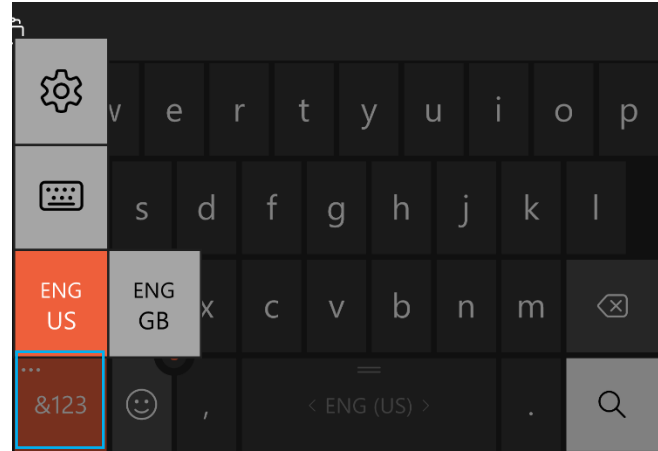
7. Switch between Keyboard Languages

(ONLY IF YOU HAVE MULTIPLE LANGUAGE KEYBOARD INSTALLED)

> Click & Hold “**Numbers & Symbols**” key to open the flyout.

> Click on the language button.

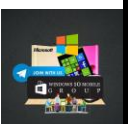
> Then choose your language.



HINT

There is also a gesture method to switch between languages quickly.

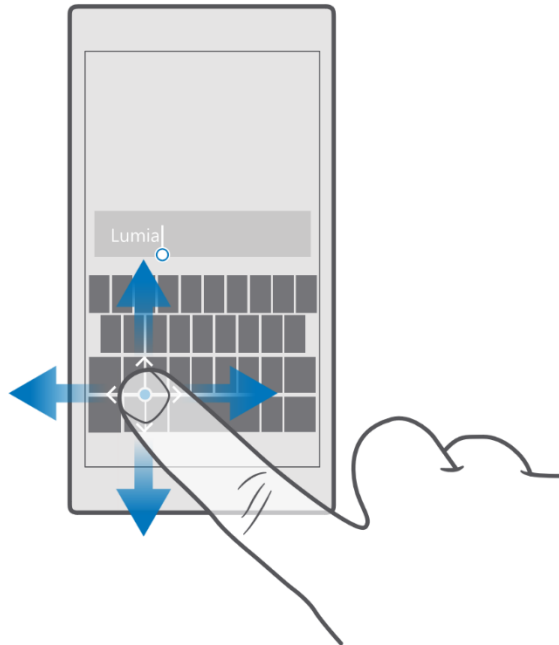
> Swipe **left** OR **right** through the spacebar which shows the currently selected language.





8. The cursor Controller

To move the cursor from one character or line to another, tap and hold the cursor controller and drag your finger to the direction you want.

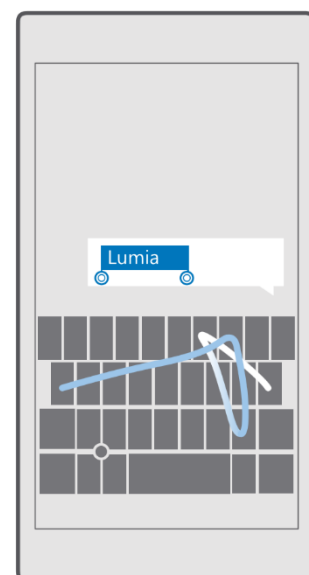


9. Swipe to write text

(ONLY IF THE LANGUAGE SUPPORTS THE FEATURE)

Swipe from the first letter of the word, and draw a path from letter to letter. Lift your finger after the last letter.

To continue. Keep on typing without tapping the space key. Your phone automatically adds spaces.

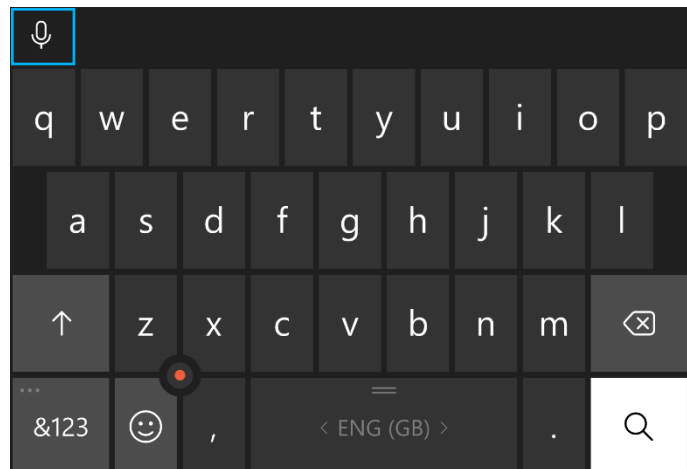




10. Voice typing

You can use your voice to type.

Click on “Microphone” button and start speaking.



11. Change On-Screen Keyboard Position

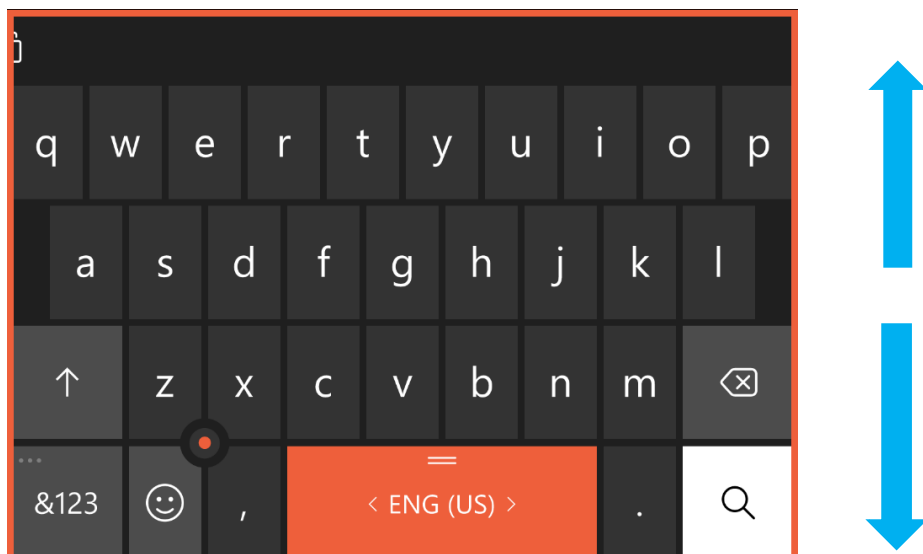
By default, the Keyboard is docked to the very bottom of the screen.

But if you want, you can **undock it and move it anywhere** you want.

(Can be used paired with “Keyboard Modes”)

> Click and hold the “**Space bar**” until a margin appears around the keyboard with your accent color.

> Now keep holding the space bar and drag it up or down.





12. Change On-Screen Keyboard mode.

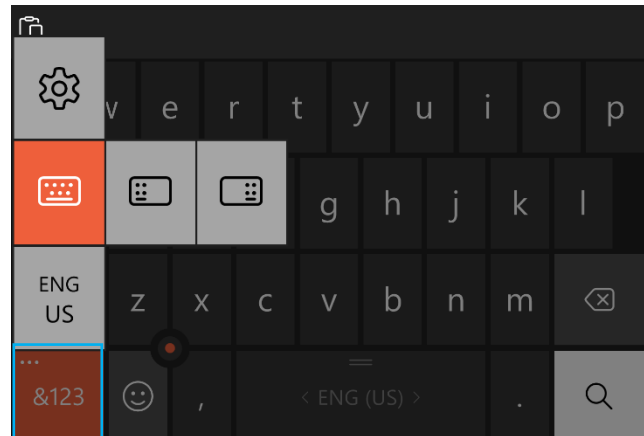
You can switch On-Screen Keyboard between “**Left handed Mode**”, “**Right handed Mode**” & “**Balanced mode**”

The default is the “Balanced” Mode.

> Click & Hold “**Numbers & Symbols**” key to open the flyout.

> Click on the keyboard layout button.

> Then choose your layout.

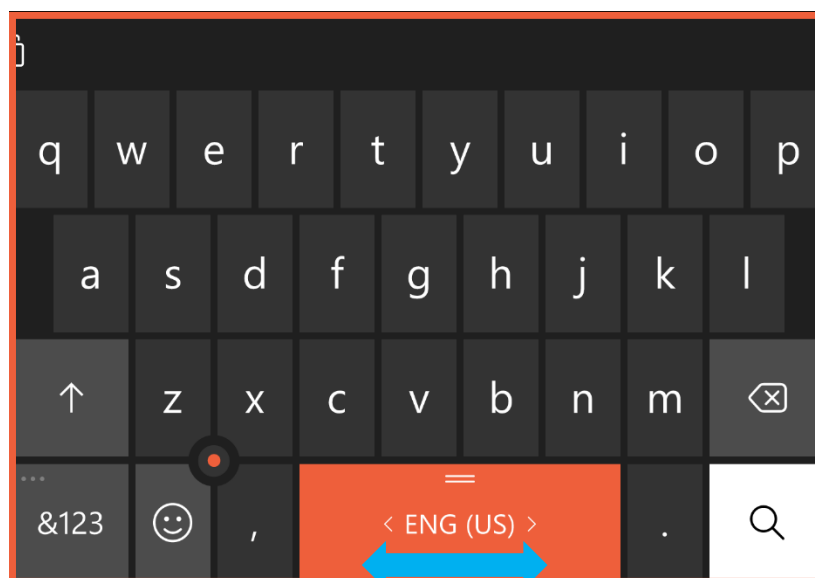


HINT

There is also a gesture method to change layout which is rather quicker than the above switching method.

> Click and hold the “**Space bar**” until a margin appears around the keyboard with your accent color.

> Now swipe **right** to switch to **Right hand Mode**, swipe **left** to switch to **Left Hand Mode**.

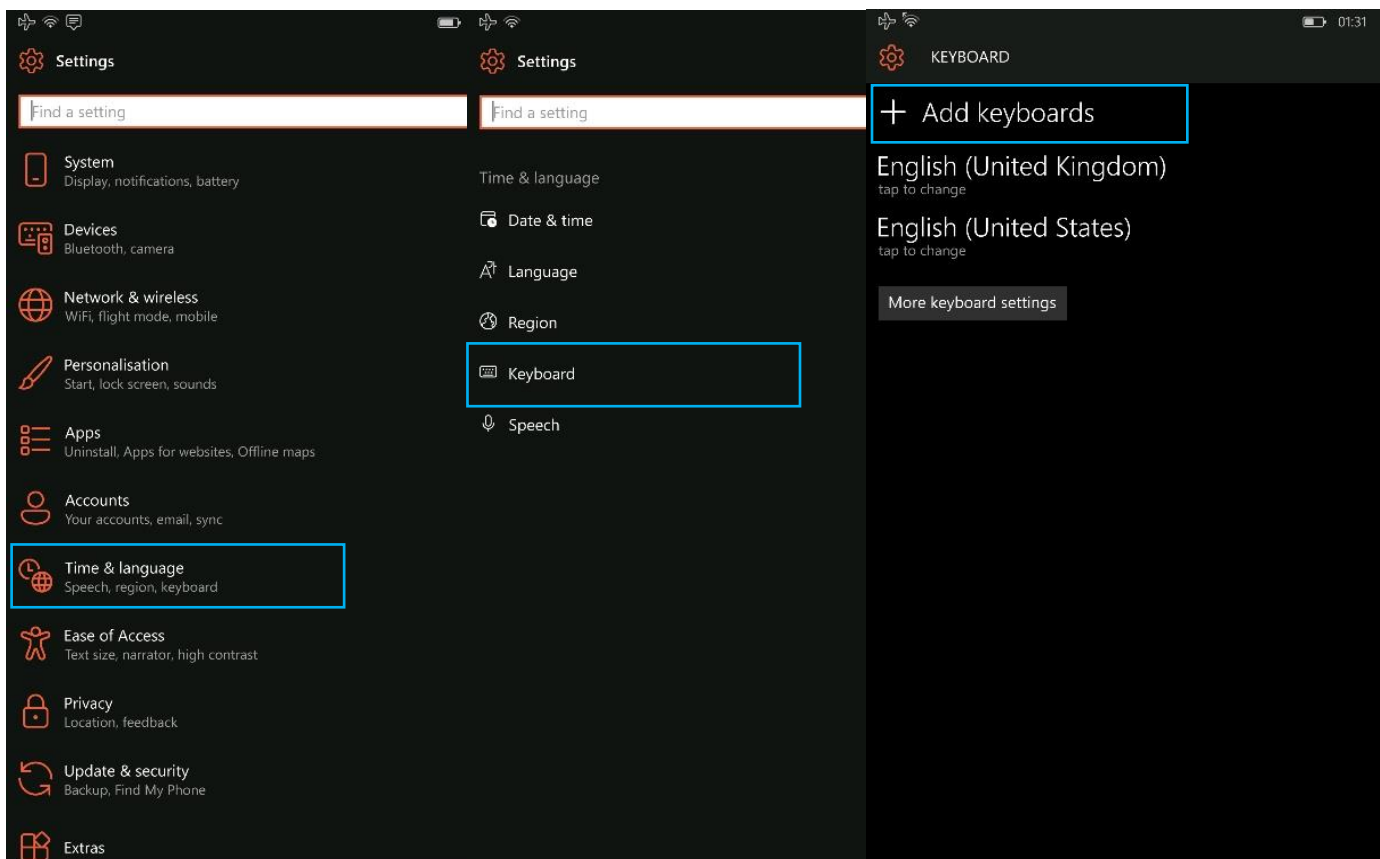




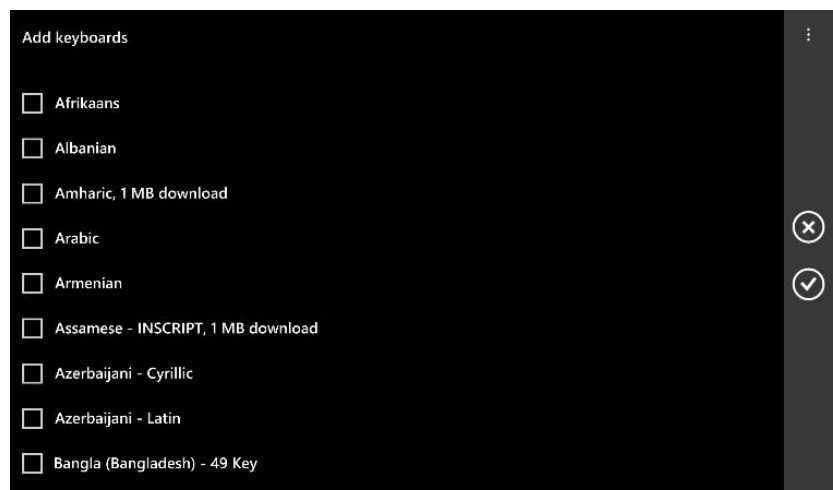
How to Change Keyboard Settings

1. Setting Keyboard Language & Layout

> Go to “Settings → Time & Language → Keyboard”



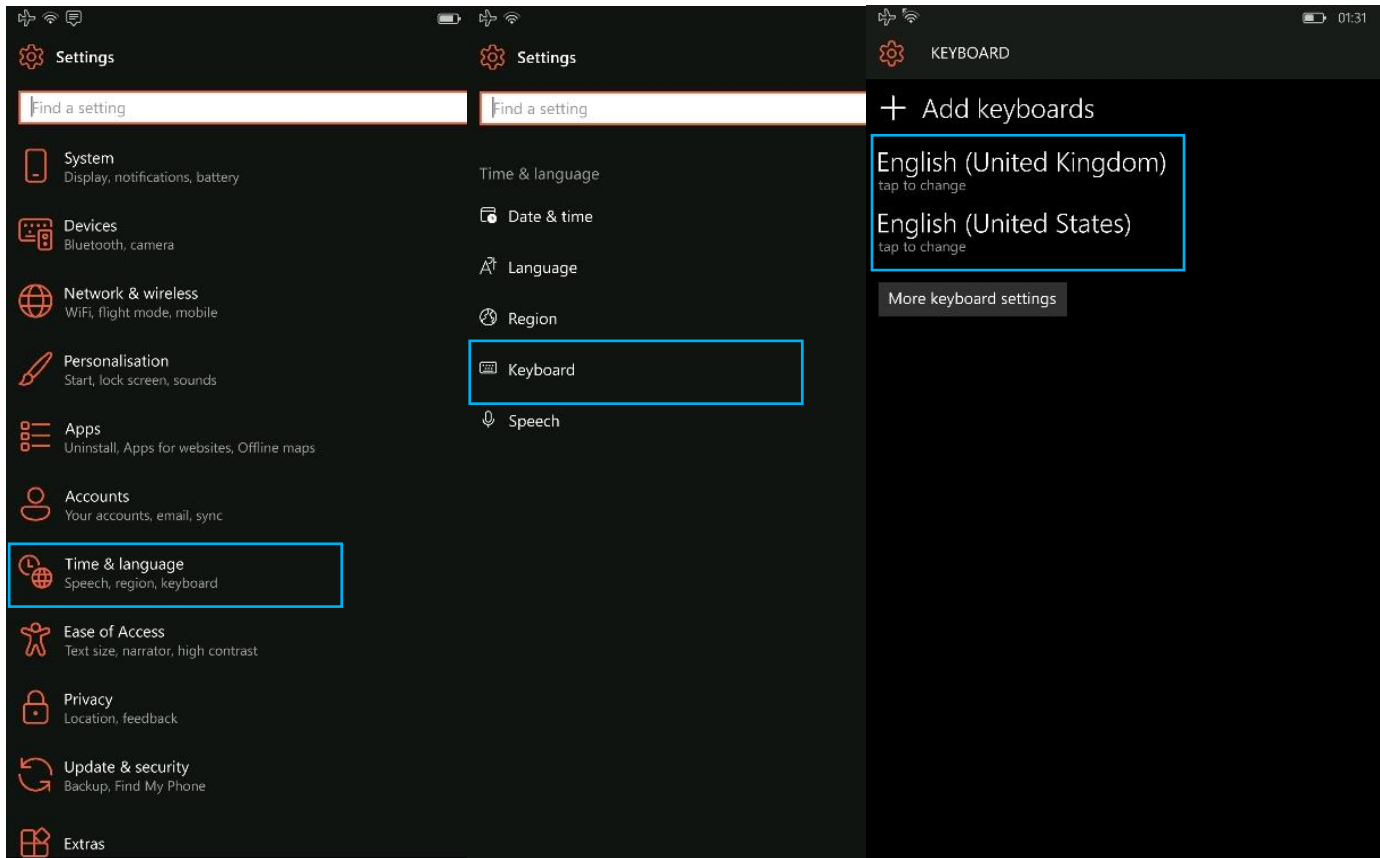
> Click “Add Keyboards” to add your Language.



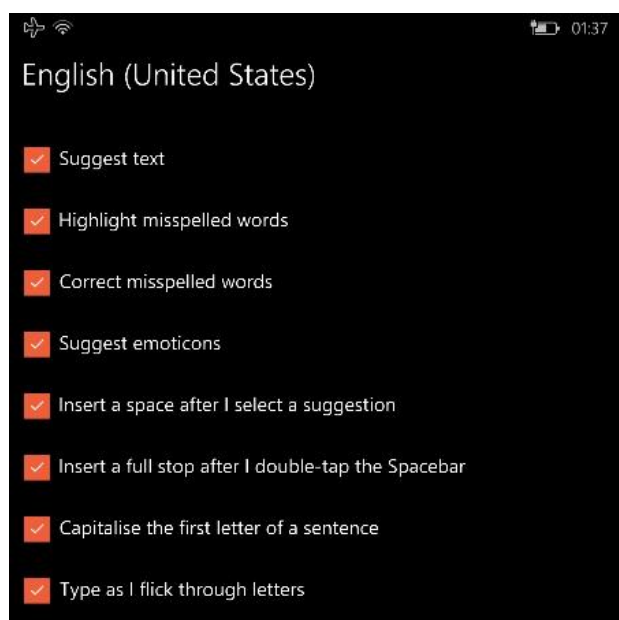


2. Changing Keyboard Settings for each language

> Go to “Settings → Time & Language → Keyboard”



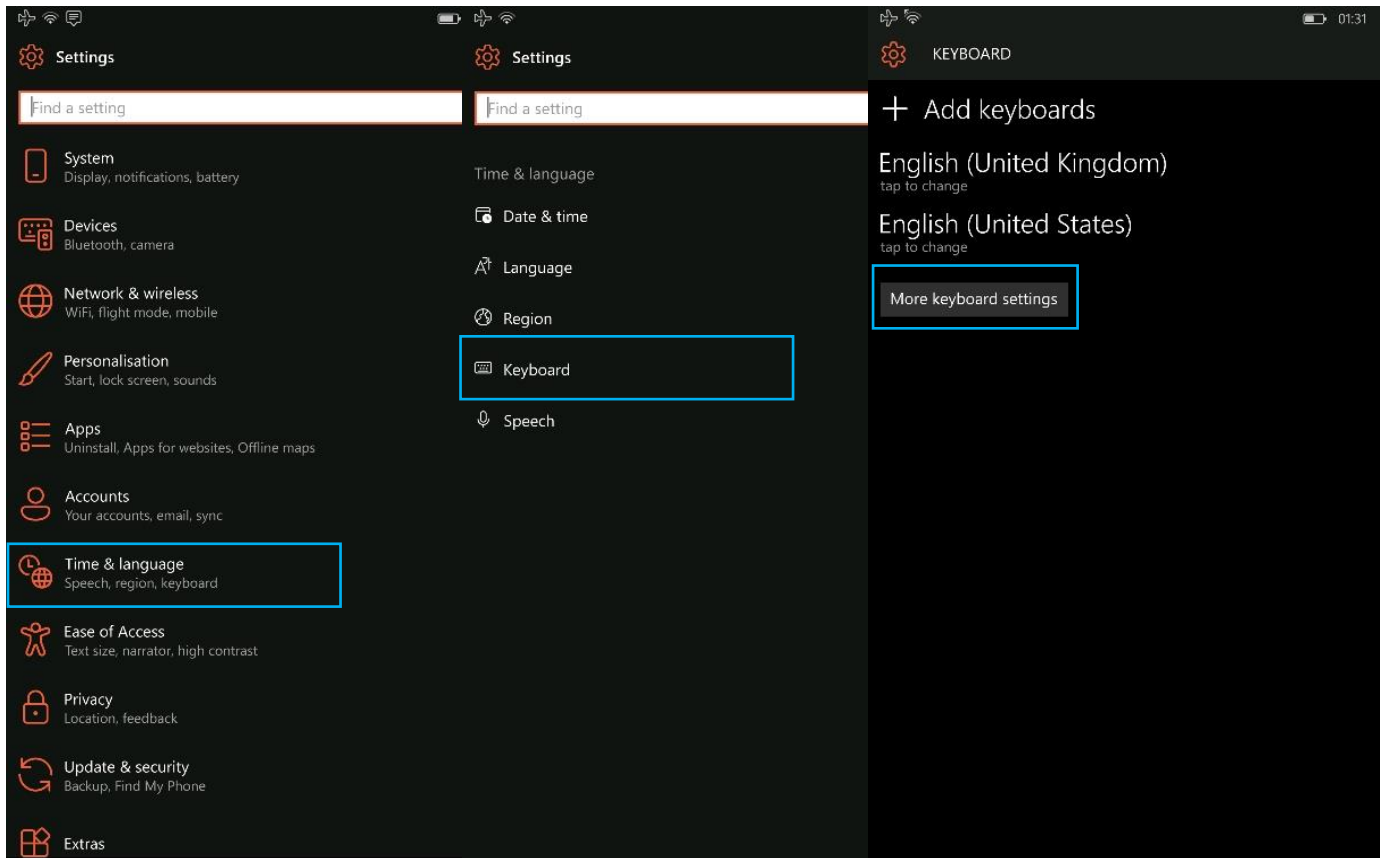
> Click on any of the Languages in the list to change it's settings.





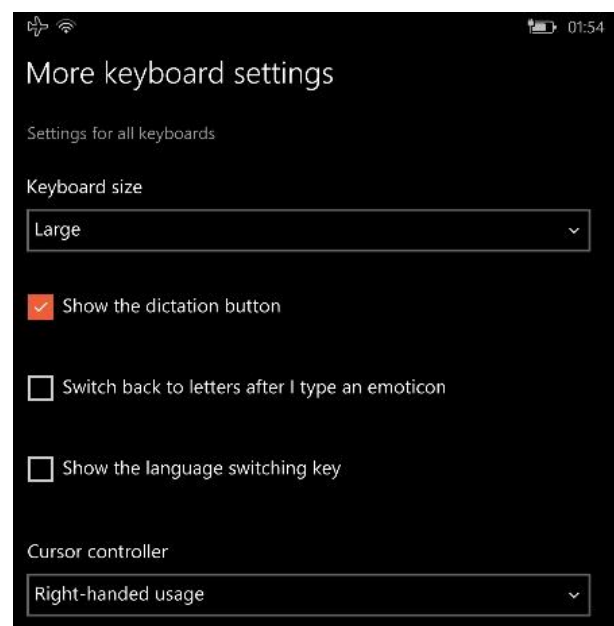
3. Changing General Keyboard Settings

> Go to “Settings → Time & Language → Keyboard”



> Tap on “**More Keyboard Settings**” to open general settings for keyboard.

Look in the next page for a explanation about each setting.





1. Keyboard Size

Choose between “**Small**”, “**Medium**” & “**large**” keyboards.

Keyboard size

Small

Medium

Large

2. Show the dictation button

Turn ON/OFF Voice typing.

☒ Show the dictation button

3. Switch back to letter after I type an emoticon.

Pretty self-explanatory.

☐ Switch back to letters after I type an emoticon

4. show the language switching key

Turning this ON will show a button in Keyboard to switch language.

☐ Show the language switching key

5. Cursor Controller

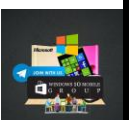
This setting will let you position “Cursor Controller” in either right or left side of the keyboard.

Cursor controller

Off

Left-handed usage

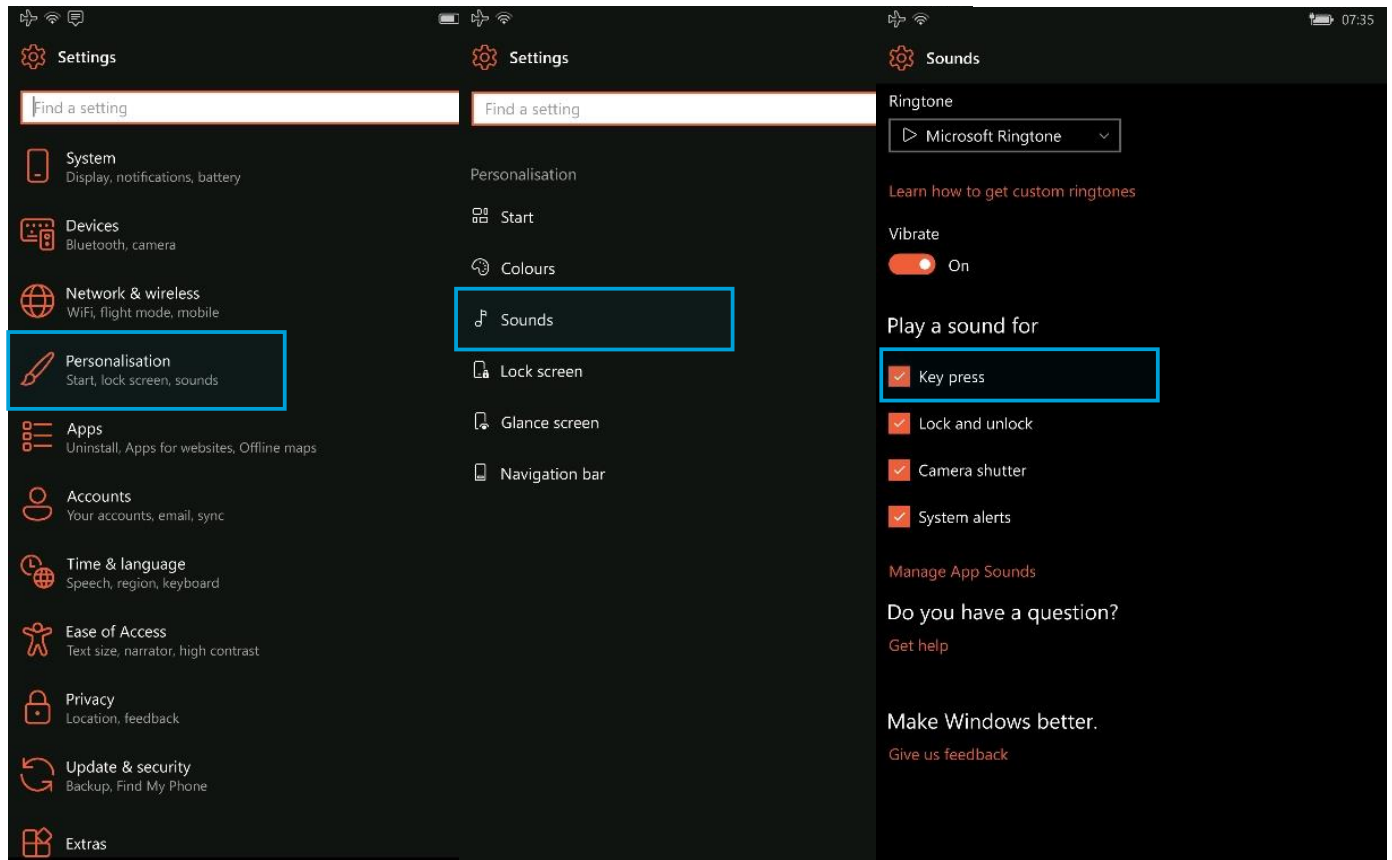
Right-handed usage





4. Enable/Disable Keyboard touch sounds.

> Now go to “Settings → Personalization → Sounds”



Tick or Un-tick the “Key press” settings.

That will turn ON/OFF the touch sounds of the keyboard.

